

**Request to Change NIH Directory Information
To Add, Change, or Delete a Listing**

Please make the following changes to:

- ☐ Personnel Alphabetical Listing
☐ Organizational Listing (*name changes only*)

Please have your Administrative Officer sign this form before sending. If item 12 is incomplete, the updating process will be slowed. See your Administrative Officer for changes to the Yellow Pages. Please see the Privacy Act Notification Statement on the reverse of this form.

1. NAME as you want it to appear in the directory			2. PHONE NO.
LAST:	FIRST:	MI: DR.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. FAX NO.	4. MAIL STOP	5. BUILDING	6. ROOM NO.
7. ORGANIZATION. You <i>must</i> use the abbreviations (developed especially for the Directory) listed in the front of your ICD section of the NIH Telephone Directory.			8. SOCIAL SECURITY NO.
9. NAME as it is CURRENTLY listed in the Directory (<i>For name change only</i>)			10. REMARKS OR OTHER INFORMATION
LAST:	FIRST:	MI: DR.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. ACTION REQUESTED (<i>check one</i>)			
<input type="checkbox"/> Add to listing <input type="checkbox"/> Change existing listing <input type="checkbox"/> Delete from listing. Check reason: <input type="checkbox"/> Left NIH <input type="checkbox"/> Retired <input type="checkbox"/> Deceased			
12. APPROVED BY ADMIN. OFFICER (<i>Signature and phone no.</i>)		Date	

Instructions for Updating Personnel Listings (Form NIH 433)

To ensure a correct listing in the NIH Telephone and Service Directory and the telephone information files, please request all changes, additions, and deletions on Form NIH 433. Return completed form to:

Telephone Directory Unit
Executive Plaza South, Suite 300

Your Administrative Officer's signature is required.

- Complete the entire form. Note that the administrative officer receiving a new employee is responsible for submitting this form.
- Stay-in-schools, Summer Aides, and non-Federal employees are not to be listed in the Directory. These employees, however, will be listed: physicians-6 months and non-permanent employees hired for one year or longer.
- Questions may be directed to the Telephone Directory Unit at 594-9448.

Specific Instructions for Completing Form:

- Please indicate whether you want the Personnel Alphabetical Listing or Organizational Listing updated (or both).
- *Item 4:* To ensure proper mail delivery, indicate your four digit mail stop.
- *Item 7:* You MUST use the abbreviations (developed especially for the Directory) listed in the front of your ICD section of the NIH Telephone Directory.

NIH 433 (Rev. 7/94) BACK

- *Item 8:* See Privacy Act statement below.
- *Item 9:* Use this item to indicate *name changes* needed in the Personnel Listing of the Directory. Do not use Item 9 for adding a new employee.
- *Item 11:* Check "Add to listing" for employees new to NIH (not currently listed). Check "Change existing listing" for employees transferring within NIH (and listed under previous job). Do not use "Delete from listing" for employees transferring within NIH.

Privacy Act Statement

5 U.S.C. 301, 40 U.S.C. 486(c) authorizes collection of the information on this form. NIH will use this information to correct and update its telephone directory. The information may be disclosed to a congressional office at your request. It may also be disclosed to the Department of Justice to present an effective defense in the event that the Department becomes involved in litigation.

Collection of your Social Security Number (SSN) is authorized by Executive Order 9397. Your SSN will only be used as a means of accurate identification and will not be printed in the NIH Telephone and Service Directory. Furnishing the information on this form, including your SSN, is voluntary, but failure to do so may result in recording your name, NIH address, and NIH telephone number incorrectly in the NIH Telephone and Service Directory.